

Warrant Officer Application Checklist

- _____ MILPO letter (PSB or S-1 letter is acceptable - stating soldier is not flagged or barred)
- _____ Microfiche (Army - Your OMPF can be obtained by faxing a written request to DSN 699-3631 or commercial (317) 510-3631. You must tell them you are a warrant officer applicant.)
- _____ Hard copy documents in lieu of a microfiche is acceptable (send as much as you can)
- _____ Statement of understanding enclosed (a copy of this memo is on the web site)
- _____ Company Commander letter of recommendation (or applicable UCMJ authority, dated within 12 months)
- _____ Battalion Commander letter of recommendation (or applicable UCMJ authority, dated within 12 months)
- _____ Senior Warrant or other required letter if applicable as listed on the web site (dated within 12 months)
- _____ Conditional Release enclosed if you are **not** an active duty Army applicant
- _____ Transcripts enclosed if the applicant is claiming to have college credits
- _____ ERB or equivalent document (used to verify DOB, GT, AFS, ETS and BASD)
- _____ English credit document if required (check prerequisites for the position listed on the web site)
- _____ TABE score document if required (check prerequisites for the position listed on the web site)
- _____ DA Form 61 enclosed (with HT/WT and APFT statement, signed as shown on the web site example)
- _____ Body fat worksheet enclosed (if required)
- _____ DA Form 4989-R enclosed (**aviator only**, with commander's signature)
- _____ DA Form 6256 enclosed stating AFAST score of 90+ if you are an aviator
- _____ DA Form 160-R enclosed (ensure that you sign it and block 9a is checked)
- _____ Security clearance memo enclosed (DA Form 873 is not acceptable, minimum Interim Secret clearance required)
- _____ Official photo or professional equivalent (if deployed, include a photo in desert BDUs)
- _____ Resume enclosed (the format is listed on web site)
- _____ Physical enclosed (SF, Technician or Class-I Aviation - max age is 18 months for aviator, all others is 24 months)
- _____ Drug and alcohol test - verify it is annotated on the document for Technician and Special Forces physicals
- _____ Moral waiver request if required (as identified in blocks 24-26 on DA Form 61)
- _____ Age waiver request enclosed if required (max age is 29 for aviators, 36 for SF and 46 for all others)
- _____ Prerequisite waiver request enclosed if required (verify with MOS on web site)
- _____ AFS waiver request enclosed if required (if over 8 years for 131A or 12 years for all others)

PSD/MPD personnel or the Battalion S-1 may complete this checklist and authenticate below in lieu of preparing a separate endorsement. I certify that servicemember is not flagged and is eligible to apply for this program.

REVIEWER (printed name and title): _____

SIGNATURE: _____ **DATE:** _____

DSN PHONE #: _____ **COMM PHONE #:** _____

EMAIL: _____